

# CareerTech Information Management System (CTIMS)

K-12 Follow-Up Guidebook



**OKLAHOMA**  
**CareerTech**

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**IMD**

Information Management Division

**December 2022**

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## CTIMS Support

If you have questions about submitting information in CTIMS, please contact CTIMS Support at [CTIMSSupport@careertech.ok.gov](mailto:CTIMSSupport@careertech.ok.gov) , or contact:

**Mika Hickman**

Administrative Assistant

Office: (405) 743-5124

Email: [Mika.hickman@careertech.ok.gov](mailto:Mika.hickman@careertech.ok.gov)

**Rebecca Saxon**

Technical Support Specialist

Office: (405) 743-5134

Email: [Rebecca.Saxon@careertech.ok.gov](mailto:Rebecca.Saxon@careertech.ok.gov)

**Andra Beyer**

Data Quality Coordinator

Office: (405) 743-5403

Email: [Andra.Beyer@careertech.ok.gov](mailto:Andra.Beyer@careertech.ok.gov)

**Carol Hall**

Manager, Information Management Division

Office: (405) 743-5125

Email: [Carol.Hall@careertech.ok.gov](mailto:Carol.Hall@careertech.ok.gov)

**Dennis Griffith**

Performance Data / Analysis Coordinator

Office: (405) 743-6882




Email: [Dennis.Griffith@CareerTech.ok.gov](mailto:Dennis.Griffith@CareerTech.ok.gov)

## Help and Troubleshooting

If you do not have a CTIMS account set up or are having trouble with the navigation or software, contact [CTIMSSupport@careertech.ok.gov](mailto:CTIMSSupport@careertech.ok.gov). Send a message describing your problem. Include your school name and your telephone number and we will contact you. Someone is always monitoring that inbox and will return your email swiftly.

If you have forgotten your password, click the **Forgot your password?** link to reset.

For helpful tips, see the [CTIMS Helpful Hints](#) section of this document.

**IMPORTANT:** Please log into CTIMS using the latest version of Microsoft Edge , Google Chrome , or Mozilla Firefox . CTIMS is currently not compatible with other browsers.

### **CTIMS Customer Support Contact**

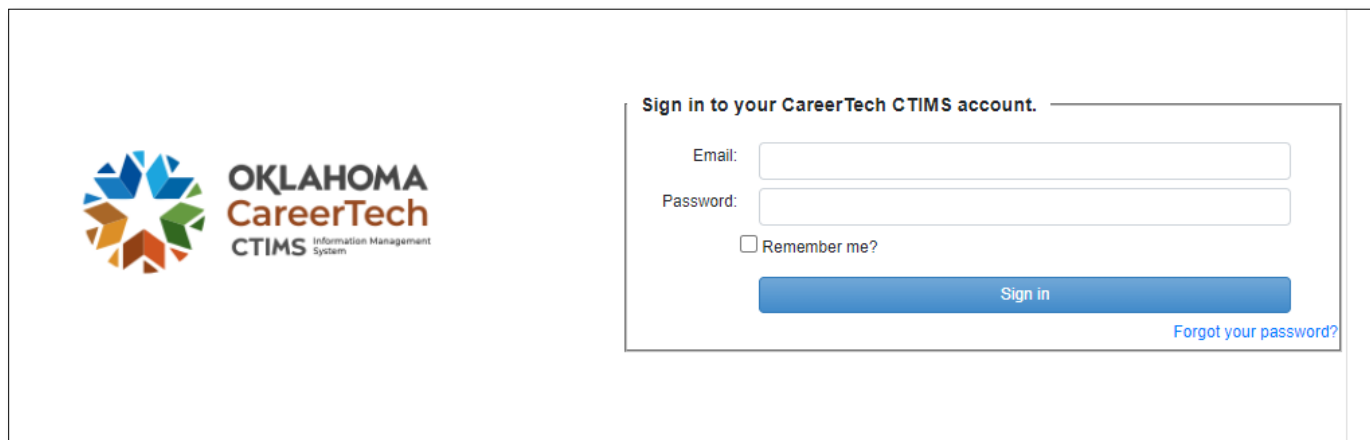
Rebecca Saxon

Office: (405) 743-5134

Email: [CTIMSSupport@careertech.ok.gov](mailto:CTIMSSupport@careertech.ok.gov)

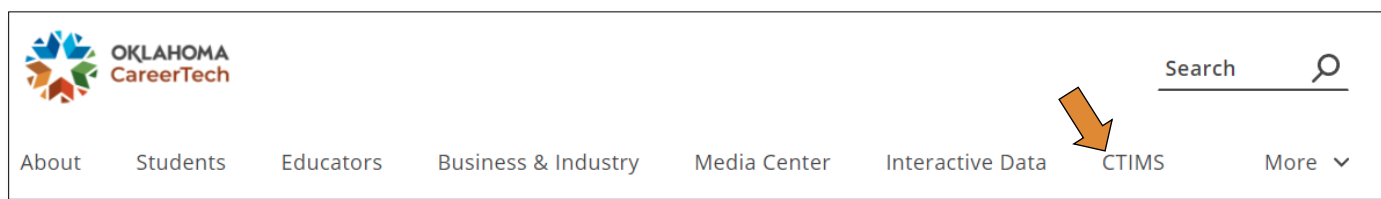
## [Logging into CTIMS](#)

Sign in using your school email and CTIMS password at <https://ctims.okcareertech.org/CTBDSWeb>

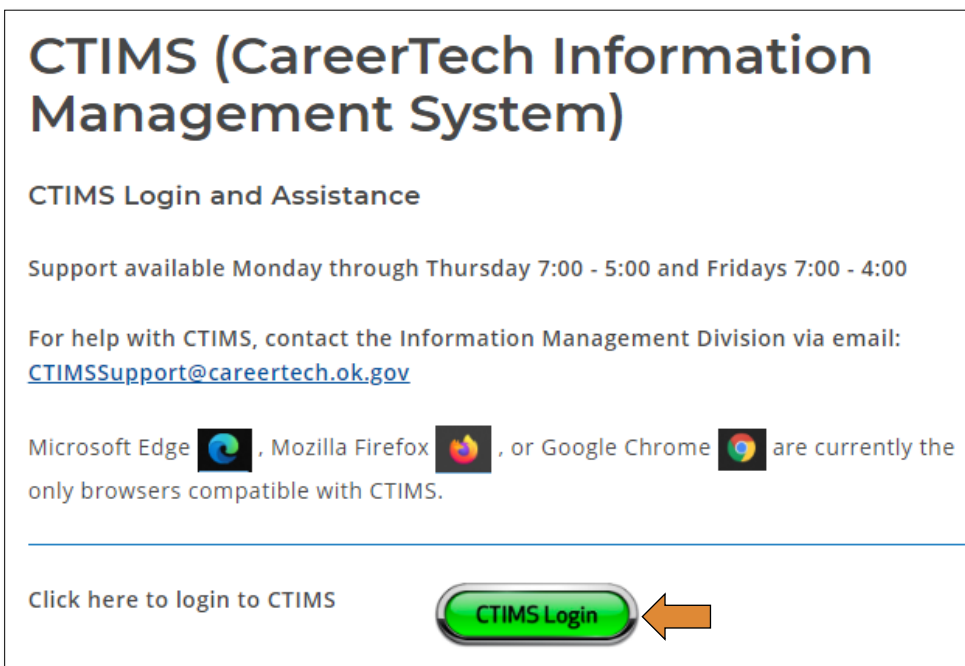


The screenshot shows the login interface for the CareerTech CTIMS account. On the left is the Oklahoma CareerTech CTIMS logo. On the right, there is a sign-in box with the heading "Sign in to your CareerTech CTIMS account." Inside the box, there are input fields for "Email:" and "Password:", a checkbox for "Remember me?", and a blue "Sign in" button. A link for "Forgot your password?" is located at the bottom right of the sign-in box.

Or, go to [CareerTech \(oklahoma.gov\)](http://oklahoma.gov) and select the CTIMS tab.



On the CTIMS website, select the green **CTIMS Login** button.

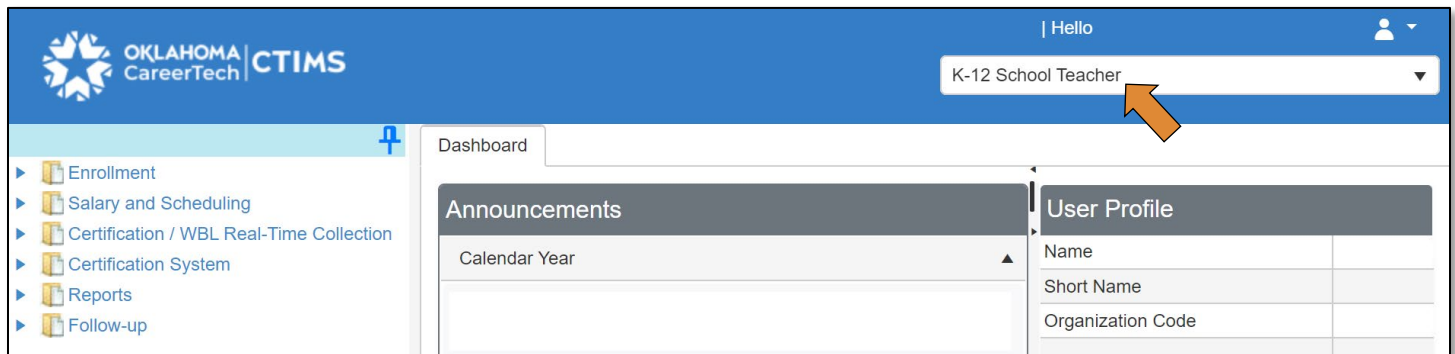


The screenshot displays the main content area of the CTIMS website. At the top is the heading "CTIMS (CareerTech Information Management System)". Below it is a section titled "CTIMS Login and Assistance" which includes support hours and contact information for the Information Management Division. A list of compatible browsers (Microsoft Edge, Mozilla Firefox, Google Chrome) is provided. At the bottom, there is a link "Click here to login to CTIMS" and a prominent green "CTIMS Login" button, which is highlighted by an orange arrow.

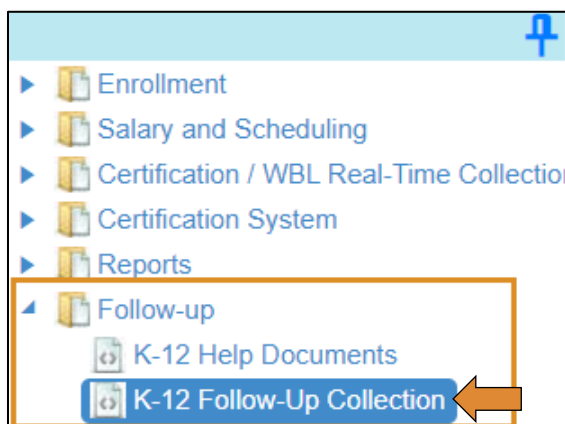
## Follow-up Completion

If you have more than one role in CTIMS make sure you have the correct role selected. Verify that you are signed in with the role of **K-12 School Teacher** in the top right-hand corner. Use the drop-down arrow to select your role, if necessary.

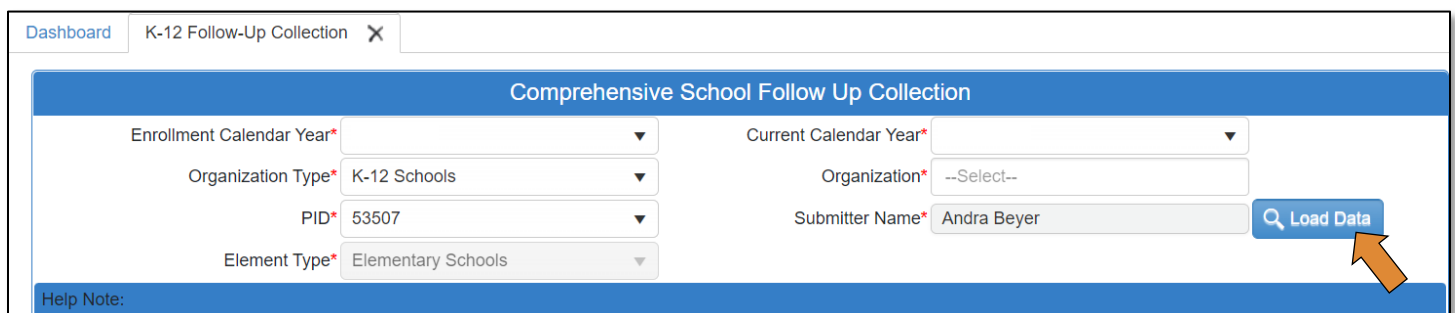
If you do not see **K-12 School Teacher**, contact [CTIMSSupport@careertech.ok.gov](mailto:CTIMSSupport@careertech.ok.gov)



- Click the arrows next to **Follow-up**.
- Click on the **K-12 Follow-Up Collection** link.



- The **Enrollment Calendar Year\*** should default to the previous school year.
- The **Current Calendar Year\*** should default to the current school year.
- Your **Organization\*** (School) name, **Submitter Name\*** and **PID\*** should default when you login.
- Click on the **Load Data** button to load your student list.



- A list of your 12th grade students from last year will populate in the space below.
- Highlight the student you need to complete follow-up on by clicking anywhere on the row.
  - **\*\*Do not click on the *View Report* link until after you input your data. This report gives a summary by teacher.**
- Click on **Select & Continue**.

Comprehensive School Follow Up Collection

Enrollment Calendar Year\*

Current Calendar Year\*

Organization Type\* K-12 Schools

Organization\*

PID\* 53507

Submitter Name\* Andra Beyer

Load Data

Element Type\* Elementary Schools

Help Note:

Refresh

Export to Excel

Select & Continue

School Name	PID	Teacher Name	Student Name	Student STN	Birth Date	Grade	Gender	Student Participated WBL?	WBL Collection Completed?	Follow-Up Completed?	Division Name
High School						12		None		No	Family & Cons...
						12		None		No	Family & Cons...

Under the **Student Information** section:

- Most of the student's information will populate. Add the student's **Email Address**, if it is not populated.

**IMPORTANT:** Collecting the student's email is important. It will be used for verification for a new system where students can access their certifications after completion for employers and potential employers.

Dashboard K-12 Follow-Up Collection Comprehensive Student Follow Up Collection

Return To Student List

Refresh

First Student

Previous Student

Next Student

Last Student

Cancel Changes

Save

Comprehensive School Student Follow Up Report

Enrollment Calendar Year\*

Current Calendar Year

Organization Type K-12 Schools

School Name\* High School

Student Information

Student Name

STN

Gender

Email Address\*

Student Follow Up Process No.

Grade 12

Date of Birth

## [If a Student is Deceased](#)

Under the Follow-Up Information Section:

- The “**Is Student Deceased?**” question is mandatory, but it is defaulted to **No**. Change to **Yes** if the student is deceased. Changing to a Yes, will lock the additional Follow-Up Information questions.

Follow Up Information - Answer the following questions

**Is Student Deceased?** ☐ Yes ☒ No

Education Status\* --Select-- Employment Status\* --Select--

If employed civilian, is the Job related to the coursework in which they were enrolled? --Select--

Is this student self employed?? No

Job Category Job Duties

Has the student taken a certification test? No  
If yes, input the certification information below \*

Work Based Learning ?\* None

- Even if the student is deceased, you must also answer the question, “**Has the student take a certification test?**” by selecting **Yes** or **No** from the drop-down menu.
- If they have not completed any certification tests, choose **No**, then click the **Save** button and you are finished with this student.
- If they did complete certification tests, choose **Yes**, then follow the [instructions](#) for adding certifications.
- Click **Return to Student List** to select another student or go to the **first, previous, next, or last student** from the navigation at the top and bottom of the screen.

Follow Up Information - Answer the following questions

**Is Student Deceased?** ☐ Yes ☒ No

Education Status\* --Select-- Employment Status\* --Select--

If employed civilian, is the Job related to the coursework in which they were enrolled? --Select--

Is this student self employed?? No

Job Category Job Duties

Has the student taken a certification test? No  
If yes, input the certification information below \*

Work Based Learning ?\* None

Certification	Cluster	Test Result
---------------	---------	-------------

Return To Student List Refresh First Student Previous Student Next Student Last Student Cancel Changes Save Save & Go to WBL Go to WBL Without Saving



## Students Who Did Not Take a Certification Test or Work Based Learning

Under the Follow-Up Information Section:

- Leave the question, **Is Student Deceased?** as **No**.
- Select an **Education Status** from the drop-down menu (See [Appendix A](#) for options).
- Select an **Employment Status** from the drop-down menu (See [Appendix A](#) for options).
- Answer the question, **If employed civilian, is the Job related to the coursework in which they were enrolled?** by selecting **Yes** or **No** from the drop-down menu.
- Answer the question, **Is this student self-employed?**, by selecting **Yes** or **No** from the drop-down menu.
- Answer the question, **Has the student take any certification test?** by selecting **Yes** or **No** from the drop-down menu.
  - If the answer to this question is No, you are finished with this student.
  - Click on the **Save** button.
- Click **No** on the **Work Based Learning** drop-down.
- You can navigate to the next student by clicking on **Return to Student List**, or selecting **Next Student**.

Follow Up Information - Answer the following questions

Is Student Deceased? ☐ Yes ☒ No

Education Status\* --Select--

Employment Status\* --Select--

If employed civilian, is the Job related to the coursework in which they were enrolled? --Select--

Is this student self-employed?? No

Job Category

Job Duties

Has the student taken a certification test? If yes, input the certification information below \* No

Work Based Learning ?\* None

Certification	Cluster	Test Result
---------------	---------	-------------

Return To Student List Refresh First Student Previous Student Next Student Last Student Cancel Changes Save Save & Go to WBL Go to WBL Without Saving

## Students Who Have Taken a Certification Test

Under the Certification Information section:

- If a student has taken a certification test, you will answer **Yes** on the certification test question.
- Click the **+Add Certification** button.
- **Select** the certification by typing the first three letters or numbers of the certification test, the list will self-populate, choose the certification from the drop-down menu.

**\*\*NOTE:** Certifications are auto-populated from the [Approved Assessment List](#). If your certification is not available, please refer to the Approved Assessment List on our website.

- Select the Cluster from the drop-down menu by clicking in the field under the Cluster column.
- Mark the certification test the student took as **Test Passed**, **Test Not Passed**, or **Test Not Taken**.

Has the student taken a certification test? **Yes**  
If yes, input the certification information below \*

Work Based Learning ?\* **Yes**

**Certification Information for Enrollment Calendar Year " "**

+ Add Certificate X Remove Certificate Cancel changes

Certification	Cluster	Test Result
found		<input checked="" type="radio"/> Test Passed <input type="radio"/> Test Not Passed <input type="radio"/> Test Not Taken
CIW Web Foundations Associate - 0300	Architecture & Construction - AC	
Construction Trades Foundation - 3053	Agriculture, Food & Natural Resources - AG	
	Arts, Audio/Video Technology & Communications - AR	
	Business, Management & Administration - BA	
	Education & Training - ED	
	Energy & Power - EP	
	Finance - FN	
	Government & Public Administration - GP	
	Health Science - HI	

Back to Summary Refresh Cancel Changes Save Save & Go to WBL Go to WBL Without Saving

- After you have added all certifications, then click **Yes** to **Work Based Learning?** drop-down menu.
- Then click **Next Student** and complete the process for each student.

**IMPORTANT:** Make sure you **Save** each student's information before navigating to another student.

- You can navigate to the next student by clicking on **Next Student**.
- When you have completed all of your students certifications, click **Save & Go to WBL** (Work Based Learning).

Has the student taken a certification test? **Yes**  
If yes, input the certification information below \*

Work Based Learning ?\* **Yes**

**Certification Information for Enrollment Calendar Year " "**

+ Add Certificate X Remove Certificate Cancel changes

Certification	Cluster	Test Result
---------------	---------	-------------

Return To Student List Refresh First Student Previous Student Next Student Last Student Cancel Changes Save Save & Go to WBL Go to WBL Without Saving

## Work Based Learning

1. Select the **Work Based Learning Category\*** from the dropdown menu. **Mandatory**
2. Write notes and Employer involved.
3. Number of hours in WB Learning.
4. If Work Based Learning Completed, yes or no. **\*Mandatory**
5. If Work Based Learning was paid, yes or no. If yes, how much per hour. **\*Mandatory**
6. Did it turn into fulltime employment?
7. If yes, fill out the Company's information and any comment. When you have finished this student's Work Based Learning, click **Save & Submit**.
8. Then click **Previous Student** to access the next student, complete **Work Based Learning** for each student.

Student Work Based Learnings – K-12 Schools - Programs

Teacher (Name: , PID#: ). Student (Name: , STN: )

Student Work Based Learnings – K-12 Schools Programs

Work Based Learning ? Yes

Work Based Learning Information 1

Work Based Learning Category \*

Work Based Learning Note / Employer Involved

Number of hours in WB Learning

Work Based Learning Completed? \*

Work Based Learning Paid?

If, Yes Average Paid Amount per hour.

Did it turn into fulltime employment?

If, Yes Employer Name and Contact Details.

Company Name

Company Address

City

State

Work Based Learning Comments

Do you want to Delete the above saved WBL record? If, Yes then set the value to "Yes" then click on "Save and Submit" Button. No

+ Add Another WBL

Back to Summary Refresh First Student Previous Student Next Student Last Student Cancel Changes Save as Draft Save & Submit

A box will appear asking if you would like to update Work Based Learning on just this student or update all students.

**\*Note** - clicking **No, Update only this student!** is for doing Follow-up or when you are adding information for individual students. The **Yes, Update to all students!** is for entering information for a class or group of students that have all had the same Work Based Learning event. (i.e. guest speaker, industry visit, field trip, etc.)

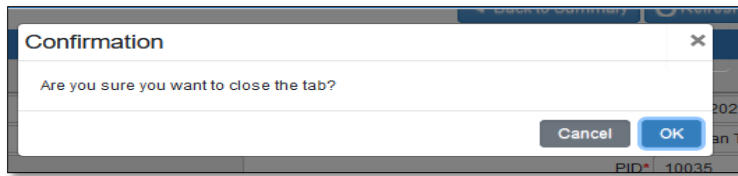
Follow-Up

Are you sure, do you want to update WBL details (Community Service) to rest of the Follow-Up collected Student(s)?

Close No, Update only to this student! Yes, Update to all students!

- When you have completed all of your students click **Back to Summary**.

- A screen will pop up to make sure you want to close the tab? Click **OK**.



- On the Student List page, **Refresh** the page and the students you have completed will indicate a Yes under the **Follow-Up Completed?** column.

Comprehensive School Follow Up Collection

Enrollment Calendar Year\*  Current Calendar Year\*

Organization Type\* K-12 Schools Organization\*

PID\* 53507 Submitter Name\* Andra Beyer

Element Type\* Elementary Schools

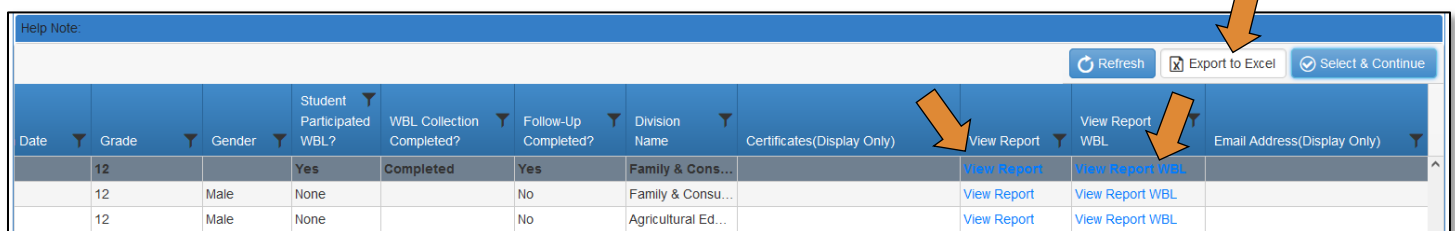
Help Note:

School Name	PID	Teacher Name	Student Name	Student STN	Birth Date	Grade	Gender	Student Participated WBL?	WBL Collection Completed?	Follow-Up Completed?	Division Name	Certificates(D
High School						12		Yes	Completed	Yes	Family & Cons...	

**NOTE:** Because you are saving after each student, you do not have to do an additional submit step. When you complete information for all of your students, you are finished.

## Reports

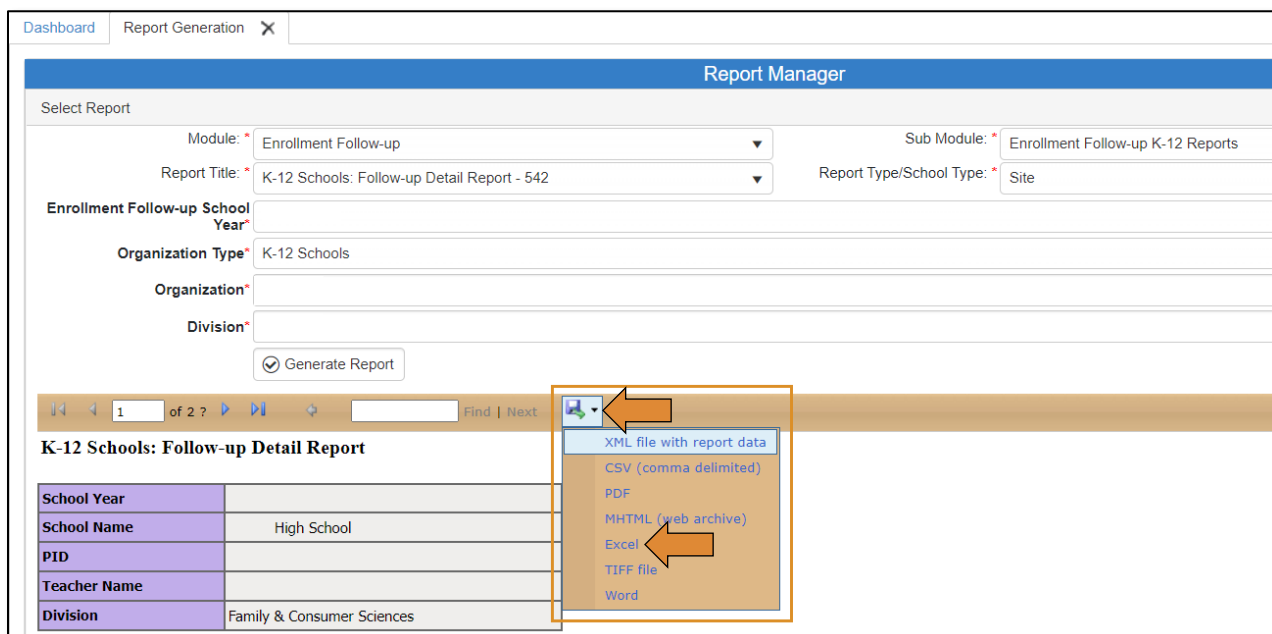
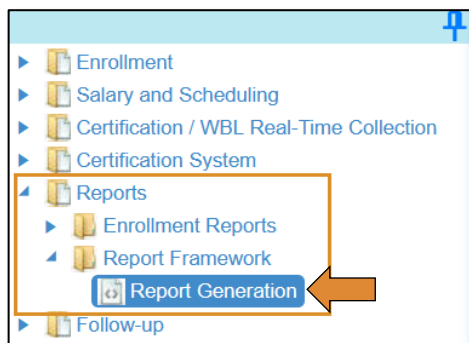
- Check to make sure you have updated all of your students by going to the **Student List** page and checking the **Follow-Up Completion** column. After all student data is updated, you can run a teacher summary report.
- Click on the **View Report** link at the end of a row. (These are not individual reports for each student, so all links go to the same teacher report).
- You can export your records to an excel file by clicking on the Export to Excel button at the top of the summary grid. Save the Excel file to your computer or print.



Help Note:										
<a href="#">Refresh</a> <a href="#">Export to Excel</a> <a href="#">Select &amp; Continue</a>										
Date	Grade	Gender	Student Participated WBL?	WBL Collection Completed?	Follow-Up Completed?	Division Name	Certificates(Display Only)	View Report	View Report WBL	Email Address(Display Only)
	12		Yes	Completed	Yes	Family & Cons...		<a href="#">View Report</a>	<a href="#">View Report WBL</a>	
	12	Male	None		No	Family & Consu...		<a href="#">View Report</a>	<a href="#">View Report WBL</a>	
	12	Male	None		No	Agricultural Ed...		<a href="#">View Report</a>	<a href="#">View Report WBL</a>	

## Report Framework

- Click the arrows next to **Reports & Report Framework**.
- Click on the **K-12 Follow-Up Collection** link.



[Dashboard](#) [Report Generation](#) ✕

**Report Manager**

Select Report

Module:  Sub Module:

Report Title:  Report Type/School Type:

Enrollment Follow-up School Year:

Organization Type:

Organization:

Division:

☒ Generate Report

1 of 2 ? Find | Next

**K-12 Schools: Follow-up Detail Report**

School Year	
School Name	High School
PID	
Teacher Name	
Division	Family & Consumer Sciences

[XML file with report data](#)  
[CSV \(comma delimited\)](#)  
[PDF](#)  
[MHTML \(web archive\)](#)  
[Excel](#)  
[TIFF file](#)  
[Word](#)

## Appendix A

### **Education and Employment Status & Job Details**

#### **Educational Status:**

Not attending school  
Attending high school or technology center as a secondary student  
Attending a technology center as an adult student  
Attending a private school as an adult student  
Attending a public collegiate school as an adult student  
Educational status is unknown.

#### **Employment Status:**

Employed full-time civilian (at least 35 hr/week)  
Employed part-time civilian (less than 35 hr/week)  
Employed full-time military  
Unemployed but actively seeking employment  
Not in the labor force and not seeking employment  
Employment status is unknown.

#### **Job Details:**

For students that are employed, provide the following information:

**If employed civilian, is the job related to the coursework in which they were enrolled?** -- Indicate if the student's current job is related to one or more programs completed last school year. Select Yes or No from the drop-down menu.

**Is this student self-employed?** – Select **Yes** or **No** from the drop-down menu.

**Job Title** – list the student's current job title.

**Job Duties** – provide a brief description of the student's job duties.